

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0126

ISSUE DATE: October 31, 2017

TITLE: SUPERVISOR, HOUSING ASSISTANCE PROGRAM

CLOSING DATE: November 14, 2017

DIVISION/UNIT: Housing and Community Resources
Program Integrity & Compliance
Housing Assistance Programs

LOCATION: Mercer

SALARY RANGE: S27: \$67,714.29 - \$96,415.56

POSITION(S): 1

DISTRIBUTION: OPEN TO CURRENT
DEPARTMENT OF COMMUNITY AFFAIRS'
EMPLOYEES ONLY

DESCRIPTION OF MAJOR DUTIES: Under general direction of a manager in the Department of Community Affairs, directs and administers or participates in the supervision of activities and staff related to implementation of the Program Integrity and Compliance Unit or housing assistance programs, included but not limited to the Section 8 Housing Assistance Payments Programs and other related housing programs administered by the Division of Housing and Community Resources.

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in program development and/or management of a federal or state-sponsored housing subsidy or community service program for low and moderate income individuals/families in a public or private agency, one (1) year of which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Business or Public Administration, Urban and Community Development, or related field may be substituted for one (1) year of indicated nonsupervisory experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

☒ A promotional or open competitive list exists within the unit scope.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0126
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer